(b)(3)

(U) Privacy Act Branch Orientation

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From CIA

(b)(5)

(U) The Privacy Act Branch (PAB) responds to public requests for information about individuals, as mandated by the Privacy Act. As a case manager for the PAB, you will be involved start to finish with Privacy Act requests, as well as Third Party FOIA Requests, from the initialization of the case to the final letter being sent out. You will work closely with the DS/IROs to help review and redact documents for release. An overview of the Privacy Act Internal Business Procedure, helps to outline what the basic steps in the process are.

Contents

- 1 Unique to PAB
- 2 Hints and Helpful Tips
- 3 Examples
 - 3.1 Letters
 - 3.2 Documents
- 4 Guidance and Policy
 - 4.1 Use of Exemptions (b)(2) and (b)(5)
 - 4.2 Releasable names of Office of Security branches or boards
- 5 PIPD resources

Unique to PAB

Unlike most of the case managers in PIPD, PAB case managers also review and redact documents. We work closely with the DS/IRO shop, and while we do task them on some cases, for most requests we do the document reviews and redactions ourselves. The bulk of the caseload is requests from individuals for information on themselves, which falls under the Privacy Act. Most of the tips and information on this page is geared towards the processing of PA cases, but can be applied to the Third Party FOIA (requests from individuals for information on other US persons). (b)(3)

Hints and Helpful Tips

National Security Act

■ (U//FOUO)

■ (U//FOUO) Any document which is releasable, either in part or in full, under the Privacy ACT has a limited dissemination. Be sure to put either RIPLIM or RIFLIM, as appropriate, on that document when you are preparing it in CADRE.

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(U) A coordination is when another government agency's docu	ment with CIA information on
equities is sent to us for review. We respond back to the other a	geney
(U) A referral is when a CIA-originated document is found or I	peld by another government
agency in their files. We typically respond back to the original r	equester
(U) Since Privacy Act cases at the Agency are processed under	both the FOIA and the Privacy
exemptions from both statutes can and should be applied when	relevant. Here is a crosswalk of
exemptions:	
	•
$(b)(1) \longrightarrow (k)(1)$	•
(b)(3)> (j)(1) (b)(7D) > (1)(5)	
(b)(7D)> (k)(5)	• •
 (U) You will be writing a lot of form letters - pay close attention information (addresses, dates, etc). 	to spacing, font, and case-specific
 It's helpful to keep a document with commonly used paragraphs, 	other government addresses
copies of signatures and of the CIA seal so that you can easily m	odify copy it into letters from
letter generator. Using the Clipboard in MSWord is especially he	lpful for this.
 Below is a list of addresses for several other government agency 	s FOIA/PA offices:
(Ammy) Commander IICA Intelligence and Constitute Command Free London	CT C / ID:
(Army) Commander USA Intelligence and Security Command Freedom Office 4552 Pike Road Fort Meade, MD 20755-5995	of Information and Privacy
Oligot 4552 I lke Road Poli Meade, MID 20755-5995	
	ox 618 1137 Branchton Road
Office of Personnel Management - FISD ATTN: FOI-PA Post Office B	ox 618 1137 Branchton Road
Office of Personnel Management - FISD ATTN: FOI-PA Post Office B Boyers, PA 16018-0618	
Office of Personnel Management - FISD ATTN: FOI-PA Post Office B Boyers, PA 16018-0618 Chief, FOIA/PA Office Office of Information P	
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Office of Personnel Management - FISD ATTN: FOI-PA Post Office B Boyers, PA 16018-0618 Chief, FOIA/PA Office Office of Information P Security Agency Ft. George G. Meade, MD 20755-6248	olicy, Suite 6248 National
Office of Personnel Management - FISD ATTN: FOI-PA Post Office B Boyers, PA 16018-0618 Chief, FOIA/PA Office Office of Information P Security Agency Ft. George G. Meade, MD 20755-6248 Information Access and Release Center (FOIA) N	olicy, Suite 6248 National
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Examples				
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Letters	•			•
U/AHO) The letter generator	r tool in CADRE has several	generic template letters.	However, there are	;
many instances when different	•	·	•	
Previously, response letters we				(b)
You can either skim the content provide you with good example				
in the PAB office. Keep in min		-	-	
specific case. However, these s	* .			
appropriate response.				
i: Distance da	•			
Documents				
(L) Typical cases where respon	isive documents are located v	vill have a fairly limited	ariety of	
documents, usually standard H	R, OMS, and Security forms.	Keep an eye out for dup	licates, and	
remember that unless otherwise	· · · · · · · · · · · · · · · · · · ·			
should be treated for release. B documents and their accompan	-	provide good examples of		T3 3 ~ L
			C	IA Act
Former employee				. (b)(
Applicant	 _			
Army CoordinationOPM Coordination	· · · · · · · · · · · · · · · · · · ·	•		
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(U/AHO) Here is a list of docu		ould be included in an O	fficial Personnel	•
File (not all are found in every	OPF);	•	•	•
Agency Forms	:		-	
■ 45 Performance Appraisa	al Donosta (DADS)		•	
■ 259B Request for Medica			,	
■ 444E Supplemental Perso				
	upplement - Intention to Marr	У		
444N Qualifications Upda536 Military Status Quest				
■ 560 Pay Change Notification		,	• '	•
■ 1076 Notice of Official D				
■ 1150 Notification of Pers		National So	ecurity Act	
■ 1273 Certification of Lan			(b)(3)	
1451A Overseas Service	Keport]
·			•	
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2mm				
2610 Annilaant Informati	on Sheet No. 1			
3610 Applicant Information	on Sheet No. 1			
3610 Applicant Information	on Sheet No. 1		/ED FOR EL DATE:	

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■ PHS - Personal History Statement	•	cia
Standard Government Forms	•	
■ DD214 Report of Separation from Active Duty		
SF50 Notification of Personnel Action	•	
■ SF61 Appointment Affidavits		
■ SB61B Declaration of Appointee		
SF75 Request of Preliminary Employment Data		
SF127 Request for Official Personnel Folder	·	
SF144 Statement of Prior Federal Service		,
SF171 Application for Federal Employment		
 SF813 Verification of Military Retiree's Service in Non-wartime Ca SF1150 Record of Leave Data 	impaigns and Expeditions	
SF1150 Record of Leave Data SF1152 Designation of Beneficiary		•
SF2808 Designation of Beneficiary - CSRS	•	
■ SF2809 Health Benefits Registration Form	ì	•
SF2810 Federal Employee's Notice of Change in Health Benefits	•	
■ SF2817 Life Insurance Election - FEGLI	•	
SF2823 Designation of Beneficiary - FEGLI		
■ SF3102 Designation of Beneficiary - FERS		•
SF3103 Register of Separations and Transfers - FERS		
SF3109 ERS/FERS Special Election Form	•	
Sister Blad Decimi Modicit Com		
Miscellaneous Documents		
:		
Original Academic Transcripts		(b)(3)
 Acknowledgement Memorandum Regarding (EODs) Administrative Agreement (Detail between Government Agencies) 	•	(0)(0)
Biographic Profile		
Certification of Separating Employee	·	CIA
Contracts, Contract Extensions, Contract Amendments		Act
■ Disclaimer of Language Proficiency		
Dual Compensation Report - Military		
Employee Service Transcript	•	
= External Training Records (NO Certificates)		
Marriage to Alien	. · · · · ·	
Memoranda Pertaining to Personnel Actions	·	•
Microfiche of other Government Agencies		
Pre-Appointed Certification of Selective Service Registration		
Retirement Coverage Memo with Employee Acknowledgement		
Retirement Coverage Under New Social Security Amendments of 19	002	
Resident Coverage Older New Social Security Amendments of Ts	963	
MOU-Memoranda of Understanding		
- into 6-intormine or officer standing		
Guidance and Policy	•	
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	(b)(3) (b)(5)
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Use of Exemptions (b)(2) and (b)(5)	
(U//AU/O) PAB and the DS/IROs met shortly after President Ohama and Attorney General Holder issued their memoranda on openness	(b)(
transparency and disclosure	CIA Act
in early 2009 to discuss the appropriate way to incorporate these new guidelines in the use of ROIA exemptions (b)(2) and (b)(5). Documents which were formerly Denied in Full (DIF) on the basis of low (b)(2) are now processed. Many times the FOIA (b)(3) exemption and Privacy Act (j)(1) exemption can still be used to withhold information that was previously removed under (b)(2), but it is not typically used to DIF a document. Exemption (b)(5) can still be used, but only	, ·
judiciously. It's not commonly applied in Privacy Act cases, so this is less of a concern.	(b)
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Releasable names of Office of Security branches or boards	
(U//AU/O) All Security names below group level should be redacted, with the following exceptions:	•
 Adjudications Board (AB) Appeals Staff (AS) 	
 Personnel Assessment Center (PAC) [now defunct] Personnel Evaluation Board (PEB) Special Activities Staff (SAS), formerly Office of Personnel/SAS 	• •
: Office of Personnel/SAS	
PD resources (b)(3) National Security Act	
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5 of 6; 28-Feb-Approved for Release: 2014/04/09

CO5520181 Orientation - CIA Approved for Release: 2014/04/09	. :
PIPD Case Manager Acronym Resource	(b)(3)
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